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# Program Statement

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OPI: IPD  
NUMBER: 5890.13  
DATE: 12/14/99  
SUBJECT: SENTRY - National On-  
Line Automated  
Information System

1. **PURPOSE AND SCOPE.** To designate SENTRY as the Bureau's national on-line automated information system and establish the procedure for the development of and updates to written instructions for SENTRY modules.

SENTRY (not an acronym, but the generic name of the system) provides for most Bureau system-wide operational and management information requirements. It encompasses several program-specific modules such as financial management and population management.

In the mid-1970's, the Office of Information Systems (OIS) in the Central Office began developing SENTRY. The first installation occurred at FCI Petersburg in 1978. By 1981, SENTRY was available at all Bureau facilities. Currently, SENTRY is also available to several Department of Justice agencies and offices of the U.S. Probation Service.

Since 1981, OIS has maintained general use reference manuals containing instructions concerning the application and use of each SENTRY module; these materials were distributed as Program Statements and Program Manuals. Currently, Technical Reference Manuals (TRMs) containing SENTRY instructions are developed, maintained, and published by an appropriate office of primary interest.

2. **PROGRAM OBJECTIVES.** The objectives of this program are:

a. To establish SENTRY as the primary on-line automated information system used in the Bureau for day-to-day institution operational and related management information needs, and

b. To ensure that accurate, clearly written and up-to-date instructions are developed, maintained and published for each SENTRY module.

### 3. DIRECTIVES AFFECTED

#### a. Directive Rescinded

PS 5890.12      SENTRY - National On-Line Automated  
Information System (10/8/96)

#### b. Directives Referenced

PS 1221.66      Directives Management Manual (9/15/97)  
PS 1232.05      Personal Computers (11/10/97)

### 4. STANDARDS REFERENCED

- a. American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Correctional Institutions: 3-4097, 3-4098, 3-4099
- b. American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Local Detention Facilities: 3-ALDF-IF-01, 3-ALDF-IF-02, 3-ALDF-IF-03
- c. American Correctional Association 1<sup>st</sup> Edition Standards for Adult Boot Camps: 1-ABC-IF-01, 1-ABC-IF-02
- d. American Correctional Association 2<sup>nd</sup> Edition Standards for the Administration of Correctional Agencies: 2-CO-IF-02, 2-CO-1E-07.

5. **NATIONAL ON-LINE AUTOMATED INFORMATION SYSTEM.** SENTRY is the Bureau's primary on-line automated information system.

Written instructions for all SENTRY modules will be published as TRMs which explain the use of the system and index all applicable codes.

All SENTRY TRMs and code tables will be made available in electronic format through BOPDOCS.

SENTRY codes may not be published in Program Statements that are not classified as Limited Official Use (LOU). In non-LOU Program Statements, only the descriptive phrase of the SENTRY operation may be published.

## 6. RESPONSIBILITIES

### a. **Information, Policy and Public Affairs Division (IPPA).**

IPPA approval must be obtained for the acquisition or development and installation of any national system (other than SENTRY) to be used in support of Bureau operations and associated information management requirements.

b. **Office of Information Systems (OIS).** The development, maintenance, and support of SENTRY is the responsibility of OIS.

OIS will review and approve all SENTRY TRMs, assist as necessary in developing TRMs, and provide any applicable code tables.

c. **Office of Primary Interest (OPI).** Program disciplines using a specific SENTRY module will develop user instructions as TRMs. The TRMs will indicate how the application works, what it is designed to accomplish and clearly explain to field staff the operational use of the module.

The OPI will coordinate its reviews of TRMs and TRM changes with OIS to ensure that TRMs are complete, correct and easy to use.

The OPI will maintain the TRM working file and is responsible for the initiation, development and review of TRM changes/updates.

d. **Issuing Authority.** SENTRY TRMs shall be issued jointly by the Assistant Director, Information, Policy and Public Affairs Division and the Assistant Director of the division in which the OPI is located.

/s/

Kathleen Hawk Sawyer  
Director